

Process Name: Benefits Administration		Process Identifier: BA	
Sub-Process Name: Vendor Payments		Sub-Process Identifier: BA-6	
Sub-Process Purpose and Objectives: Process payments to vendors for insurance premiums collected and administrative fees.			
Sub-Process Description: On a monthly basis, TIS reads the participant database to determine payments to vendors. The payments may be one of two types: <ul style="list-style-type: none">• Premiums – Premiums collected by the State on behalf of the vendor• Administrative Fees – Based on the agreement with vendors for processing claims, etc.			
Reimbursements of claims paid by vendors that support the State’s self-insurance program are processed when the vendor presents detail of claims paid (Currently Aetna, John Deere, and United Behavioral Health). Other vendors (currently Blue Cross) write claim checks on State check stock and the bank accounts are replenished by Treasury on demand.			
Premiums collected during the month are reconciled by Insurance Accounting using TIS reports and forwarded to fully insured vendors.			
Insurance prepares journal entries for the STARS disbursement process (typically via ACH). Vendors are provided documentation to support payments.			
Sub-Process Trigger(s): <ul style="list-style-type: none">• Monthly processing		Key Sub-Process Participants: <ul style="list-style-type: none">• Vendors• Insurance	
Inputs:			
Input	Format	Volume/Time	Suppliers
TIS participant information	TIS database		Insurance
Claims paid	Paper reports	1/vendor	Vendor
Outputs:			
Output	Format	Volume/Time	Recipients
Supporting reports	Report	1 set per month	Vendors

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Premiums collected reports	Reports	1 set per month	Insurance
Journal Vouchers for premiums paid, administrative fees, and claims paid	Online entry	15/month	STARS
Performance Measures Tracked:			
Measure		Approx. Value	Target Value
Laws, Regulations, and Policies That Govern Sub-Process: none			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
TIS		See BA-1	

